King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 6 **Classification**	
6.01.006, Keep Separates	Approved By:	Director John Diaz
	Effective Date:	September 15, 2021
	Reviewed By:	CPA, PRC
Distribution:	Review Date:	September 09, 2021

Purpose
To describe a system for identifying inmates who need to be housed apart from other inmates.

Policy
It is the policy of this department to keep inmates who have behavioral, legal, or compatibility issues separate from others to ensure the safety and security of both inmates and staff.

References
Department Forms: Rule Infraction Report (F-544)

Definitions
Keep Separate From (KSF): A term used to identify inmates who are restricted from having contact with one another.
Rule Infraction Report (F-544): A written report that documents a violation of a facility rule or regulation by an inmate and the initiation of the disciplinary process.

A. General Guidelines
A Corrections Program Specialist (CPS) shall add a KSF to an inmate's classification file, based upon, but not limited to:
1. Safety of the inmate(s) from others.
2. Recent infraction for an altercation between two or more inmates.
3. Request received from the Court(s), Prosecutor's Office, or Department of Public Defense, due to a co-defendant or witness-defendant situation.
4. Request by a law enforcement agency.
5. Request by other department staff.
6. Critical situation(s) deemed as potential risks to certain individuals or the security of the facility.

B. Procedure
1. Adding a KSF:
   CPS Staff shall add the KSF into the Classification Record of all parties involved.
2. Removing a KSF:
   a. A CPS may remove a KSF once it is determined the need no longer exists.